



APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 7/13/82	1. Agency Address Georgia Department of Labor Special Programs Payment Unit 4th floor 254 Washington Street Atlanta, Ga 30334	Application Number 83-31	
Application Number		Date Received SEP 13 1982	Date Completed JAN 19 1983
2. Person to Contact Barbara Whitlock		Working Title WIN Office Supervisor	Telephone Number 656-3074
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1972 -		5. Records Series Title (followed by title used in office, if different) WIN (Work Incentive Program) Payorder Card	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Special Programs Payment Unit receives initial enrollment forms and establishes a payment amount for each trainee; receives and processes weekly request for training allowance and wage payments. Also processes payment of incentive allowance and training related expense allowance to participants enrolled in the Work Incentive Program. Establishes and maintains controls to prevent overpayments or duplicates, makes periodic review of records to ascertain continued eligibility for payments under the different federal programs.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: certification of benefits to justify payment of benefit check Included are: MA 2-148, formerly WIN-100, WIN-200 File is arranged: by full social-security number			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>25</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>5</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (R-5/82)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? <u>check register in Fund Control</u>

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | <u>1</u> years. | d. Audit period | <u> </u> years. |
| b. Statute of limitation | <u> </u> years. | e. Administrative need | <u> </u> years. |
| c. Federal Law | <u> </u> years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

WIN Handbook # 318 IX-3, item K

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other registration then.

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area; hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold until deregistered, cut-off at the fiscal year
then retain 3 years and until the satisfactory
resolution of all audit findings, or until any payment request is resolved,
until any appeal or review of eligibility is resolved, until any overpayment case or
investigation is resolved; then destroy.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	9-1-82	<i>[Signature]</i>	4/20/82
ESA Director (Signature)	Date	Chief, Records Management & Controls (Signature)	Date
<i>[Signature]</i>	9-7-82	<i>[Signature]</i>	7-20-82
State Records Committee (Signature)		Date	
State Auditor/Designee		11-4-82	
Secretary of State/Designee		11/2/82	
Attorney General/Designee		12/16/82	